

KEWEENAW BAY INDIAN COMMUNITY

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

PROBATION OFFICER/COMMUNITY SERVICE COORDINATOR

One (1) full-time position at 40 hours/week, non-exempt

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING
DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Qualifications Sheet
- ☐ Current Resume'
- ☐ Personal Statement
- ☐ College Transcripts, Copy of High School Diploma or GED
- ☐ Must provide a satisfactory Child Abuse/Neglect Central Registry clearance from the Family Independence Agency
- ☐ Minimum of three (3) Letters of Recommendation
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: March 29, 2016

Closing Date: April 12, 2016 at 4:00 pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

PROBATION OFFICER/COMMUNITY SERVICE COORDINATOR

One (1) Full-time position at 40 hours/week, Non-exempt

LOCATION:

Keweenaw Bay Tribal Court
427 N. Superior Avenue
Baraga, Michigan

SUPERVISORY CONTROL:

Chief Judge

SALARY:

Grade 7 (minimum starting wage = \$14.47/hr.)

QUALIFICATIONS:

- An Associate's degree in Criminal Justice or Human Services field, or similar discipline. Bachelor degree in similar discipline preferred.

OR

High School Diploma and a combination of education and experience in Criminal Justice, Law Enforcement or Human Services equaling 2 years required.

- Former trained and prior experience as a probation officer, preferred.
- Must have the ability to clearly communicate with others both written and verbal form.
- Must have the ability to work independently and in a customer-service type manner.
- Computer and word processing skills a must.
- Excel experience required.
- Must have a valid Michigan Drivers License, reliable vehicle, and vehicle insurance.
- Must have exceptional organization and time management skills.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigation Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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GENERAL DUTIES AND RESPONSIBILITIES:

- Assists in monitoring the ongoing program requirement activities of the Healing to Wellness Court and Probation Department.
- Oversees and helps to organize the community supervision program.
- Participates as Healing to Wellness Court team member and attends weekly Healing to Wellness Court sessions.
- Assists in community supervision of all Probation and Healing to Wellness Court Clients.
- Conducts home visits applying random drug testing schedule.
- Monitors standards for urine collection and compliance reporting.
- Develops and maintains a system that reliably records and disseminates test results.
- Maintains a data collection system to monitor client compliance.
- Works closely with law enforcement in the supervision of Healing to Wellness Court clients (Curfew checks, home visits/searches, travel and people contact restrictions)
- May assist in writing evaluation plans; quarterly reports; and prepare budgetary estimates and justifications.
- Knowledge of criminal procedure, civil procedure, Tribal Law and Tribal Court procedures and policies.
- Communicate effectively with community members, human service providers, law enforcement and the general public.
- Work independently and work effectively with judges, Court personnel, service workers, and other agencies.
- Communicate effectively both orally and in writing.
- Have extensive knowledge of community agencies and resources.
- Maintain confidentiality of Court information of a sensitive nature. Carry out duties and responsibilities in a professional manner.
- Maintain office in an orderly and organized fashion.
- Conduct investigations and prepare informational reports in order to make written and oral reports to the Court at the Court's request.
- Attend training and travel as necessary, and/or as requested by supervisor.
- All other duties as assigned by supervisor.

PROBATION DUTIES AND RESPONSIBILITIES:

- Pre-Sentencing Investigation: Conduct background investigation which includes reviewing arrest report, driving record, criminal history, employment record, and other pertinent information. Conduct interviews of the offender, offenders' family, employer, school authorities, as well as police and complainant/victim if necessary.
- Sentencing Recommendation: Review and analyze information from pre-sentence investigation to prepare written informational report and recommendation in order to assist the Court in determining appropriate sentences of individuals brought before the Court.
- Supervision: Supervise probationers during the term of probation to ensure that they comply with the terms and conditions of the Court's order.
- Records Management: Manage the creation, maintenance, and disposition of all probation cases ordered by the Court; community service referral forms, monthly report forms, relevant reports from substance

abuse agencies, psychological or psychiatric reports, sex offenders registration forms, and notes relevant to the probationer's standing and progress, among others, and assess fees.

- Probation Violations: Conduct investigation of reported probation violations and petition probation violations per Tribal Code and procedures.
- Bond Investigation: Conduct investigation of reported bond violations.
- Community Service Program: Create and maintain a community service program to be used when appropriate as an alternative to incarcerations and/or payment of fines. Arrange community service for probationer.
- Other: Refer probationer to qualified treatment and counseling personnel in the community and assist in scheduling. Refer the probationer to vocational, educational, and other resources to improve their work skills.
- Install and monitor electronic monitoring/tethering equipment. Setting up and maintaining tether units to be used in conjunction with the electronic monitoring system.
- Receive training and perform Preliminary Breath Test (PBT's) and Urinalysis as ordered by the Court.
- All other duties as assigned by supervisor.

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: March 29, 2016

Closing Date: April 12, 2016 at 4:00 pm

Qualifications Sheet

APPLICANT NAME: _____

POSITION: Probation Officer/Community Service Coordinator

Please list your specific experience and knowledge in regards to the following qualifications:

An Associate's degree in Criminal Justice or Human Services field, or similar discipline. Bachelor degree in similar discipline preferred.

OR

High School Diploma and a combination of education and experience in Criminal Justice, Law Enforcement or Human Services equaling 2 years required.

Must have the ability to clearly communicate with others both written and verbal form.

Must have the ability to work independently and in a customer-service type manner.

Computer and word processing skills a must.

Qualifications Sheet

Excel experience required.

Must have a valid Michigan Driver's License, reliable vehicle, and vehicle insurance.

Must have exceptional organization and time management skills.
